

G. R. S. 58]

Previous references.

1914.

1
File No. 39(a) pm

Serial Nos. 1-2

Later references.

(8 - Aug.)

P. 2267

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1-2

Part B for

SUBJECT.

Recd & Ruls.

G. O. No 89 (a). - 8-8-14. 18.5.16.

Sanctions Recd Ruls. for the Mysore Cavalry Regiment
and Military stores

Recd
20.6.16.

1914.

GENERAL AND REVENUE SECRETARIAT.

(S. A. B.)
S. A. B.

NOTES.

S. A. B. File No. 188/14

FILE HEADING.

Framing rules for destruction of
office records.

From

The Chief Commandant, Mysore State Troops

No. 4921

Dated 26.3.15

Received 27.3.15.

Diary No. 377

Enclos. 4

Spare Copies.

Serial No. ~~X~~

BRIEF ABSTRACT OF LETTER.

Towards a set of draft rules proposed for the periodical destruction of records of the Mysore milly. stores and the cavalry regiments and promises to send similar rules for the Infantry regiments early.

NOTES AND ORDERS.

S

In response to this office 18.3.14-7 of 15/4/15 requesting the Chief Commandant to have a set of rules framed for the destruction of records in the offices subordinate to him, he has sent now for the approval of Govt. a

Serial
No.

set of the Draft rules for regulating
the destruction of records in the Cavalry
regimental offices and in the mil. stores
and promises to send similar rules
for the Infantry regimental offices
shortly. Those received now may be
sent to Br V (administrative branch)
for approval or other action as may
be deemed necessary.

Filed for orders.

29/3/15. ^{mm} May be sent to Por V for
needful action and communication to this
Branch of final orders passed mm
30/3

To Por V

3 Submitted with a copy
of G.O. No mil 1189/78-11-2
dated 22. 5. 1912 laying
down rules for the destruction
of records in the mil
Commandant's office
4 The rules submitted are
are similar to the above
rules except that no provision
is made for the sorting of
records not expressly mentioned.

~~This is a schedule matter.~~
3/5.

Serial
No.

5 Forwarded to the Efficiency Audit
Branch for favour of opinion as to
whether the rules are suitable & may
be appd for issue

10/5
5/5-15

6 The rules may be scrutinised
and sent up to me with a
note

recd.
5/5/15

"No. 18 the Treasury remittance books" pro-
posed, in list II of the Cavalry Regi-
ments, to be retained for 3 years
may be retained permanently as
they would be required for future
refce: in the course of the Compt's
audit &c. Similarly "No. 19, 20, Fund
account" may be retained permanently.
"No. 20 Cash book" in list II of the milg
stores is proposed to be destroyed after
5 years. It seems desirable to keep
it permanently.

Both in the Cavalry Regiment and the
Milg stores, the responsibility for
sorting should be fixed on some officer
of the office staff and a rule to that
effect added in the rules. It is perhaps desirable to consult the
Compt's as regards Accts. 15/5

Indy File No. 1886 of 1914.

Serial
No.

No. 185-14



R. 226

18.5.15.

9 Forwarded to the Comptroller in Mysore
for favour of opinion.

Forwarded
to Mysore
in office of
for a Rev. Secd.

266/5.7.1915

1. The rules may be approved with the following modifications:-
2. Several of the account registers now maintained in the Regimental Offices are omitted in the Chief Commandant's lists received with letter No. 4921 dated 26th March 1915.

For example,-

- ✓ 1. General cash book and monthly balance statements
2. Deduction Register.
3. Dues Account.
- ✓ 4. Acquittance Roll.
5. Paybooks.
- ✓ 6. Service Books, leave book and ledger.
7. Stationery account.
8. Premium Receipt Books.
- ✓ 9. Polo and Pony Cash Books.

11 Of these 1, 4, 6, and 9 should be preserved permanently while the others may be destroyed after 3 years and after the local audit of the accounts of the period to which they relate.

12. 3. Also certain accounts, e.g., Trifol memo-book of remittances to Treasury, the monthly abstracts

65.

G. R. S. 12]

General and Revenue
Secretariat.

July File No. 85 of 1914.

U
9/8

Serial
No.

abstracts of stock and of bazaar materials are
omitted in the list.

13 These may be preserved for 1 year and destroyed
after local audit.

4. The cash book of the stores should, however,
be preserved not for 5 years but permanently.

Mysore }
30th June 1915 }

Prabhananth
Comptroller
G.R.

15 Subd for orders as to
whether the file may not be
forwarded up to the Chief
Comd^t for favour of furnishing
a revised draft in the light
of the Comptroller's remarks.

J. W.
S/7

Yes

K.P.
8/7-15

No. 3-15
Enc. one revised file.

16 Forwarded to the Chief Commandant
Mysore State Troops for favour of remarks
if any and a revised
draft of revised minutes.

By order

H. Sambam

In Secy. of Pub.

P. a. Rev. Secy.

8 July 1915

* a revised draft is
henceforth Contn. sheet.

65/15

Afous Local
G.R. Cc

17 No harm done except much useless
paper being preserved indefinitely.

GPB-25,000-2-11-14

K.P.
10/8-15

12.7.15

Afous Local
G.R. Cc.

July File No. 188 of 1914

Serial
No.

19 After Govt order is passed as to what records are to be permanently preserved and what destroyed after a time it will not be open to the Chief Comdr to make additions to and alterations as suggested in Rule 1. It seems that the 2nd sentence in the rule has to be omitted -

20 Nos 16 and 17 in list I relating to Cavalry Regiments have not been recommended by the Comptroller to be permanently preserved. They may be removed to the 2nd list as per Chief Commandant's original proposal so that 'useless paper' may not be preserved indefinitely -

21. In the revised list, the Chief Comdr presumes that the local Audit will be conducted at least once in 3 years. It may perhaps be convenient to omit ~~advisable~~ to delete this -

AP

21/8. 22 for Mr

23 July

109/15

GPB-25,000-30-115

24 to be examined as per order
instruments & brought up

General and Revenue
Secretariat.

File No.

of 191 .

Serial
No.

Kaz

The revised lists subd by the Chief Compt. embody the Compt's suggestions. But comparing these lists with those order for the Infantry regiments, the follg. differences are noticeable: —

	<u>nature of record</u>	<u>Class</u>
Leave books & ledger	Nº: 20 dist. 1, perma- nent	in Cavalry regiments in Infantry regi- ments. Nº: 20 & 20 1/2 List II (temporary)

Premium receipt book Nº: 25 (dist II tem-
porary). Nº: 19 (dist I permanent).

26 The Compt. in his note refers to a tri-foil memo book of remittance to try. which is proposed to be retained for one year. There is another similar item (Nº: 15. Treasury remittance book) brought under List I (records of permanent preservation). It is not clear if both these are identical or different. The "register of articles of furniture" has been added to List I here.

For List II 5 periods (1, 2, 3, 5 & 6 years) have been adopted with the proviso that none in the list shall be destroyed before the audit of the accounts by the local audit staff of the Compt's office. It seems convenient to adopt a uniform period of 5 years or after audit.

In the case of the milly. stores, the periods adopted are 1, 3, 5, 6 & 10 years. The 6 & 10 years

General and Revenue
Secretariat.

C.A.G. File No. 39(a) of 191 .

Serial
No.

Class may be clubbed together into
one of 10 years and the 1, 3 + 5 years'
class grouped into one of 5 years
with the additional clause "and after
audit."

Filed
recd
Ministry 1/15.

P.T.D.

R. S. 12]

General and Revenue
Secretariat.

10 9
C.A. File No. (G/39(a)) of 191 .

Serial
No.

Subject;- Record rules for the Imperial and Local
Service Cavalry Regiments and the Military
Stores.

27 The accompanying file on the above subject is
forwarded, with compliments, to the Comptroller to
the Government, for favour of his views in respect
of adopting a uniform period of 5 years for papers
in list II as suggested in paragraph 26 of the note.
It is also a question whether all the records and
registers included in the list are required to be
preserved till after audit. Some apparently are not
so required, e.g., Programme of drills, weekly re-
ports, etc. The papers requiring preservation till
audit may be kindly indicated. The revised ^{list} sent up
for the Military Stores may also be kindly perused
and suggestions, if any, intimated.

B.D.

N. M. S. Rana Rani

For Secretary to Government,
General Department.

17th January 1916.

387
26.1.16

28 There is no objection to adopt a uniform
period of 5 years for papers marked in list II.
In respect of the Cavalry regiments, the items
marked in 3, 4, 11, 17, 20-22 may all be
preserved till local audit - the detail for

NOTE—Contn. sheet.

E.A. File No (4) 39(a) of 191 .

Serial
No.

Military
~~Medical~~ stores all the 22 items are
necessary for audit - The last (23rd) Miscellaneous
enquiry report may perhaps be ordered after
1 year -

W. Greening
21.1.16
For completion

no. 835-15
Ce

29 Draft C.O. filed

Ref. 20/1/16 30 20 Por V for favor
of remarks on the draft
order if any
nue
1/2/16

31 Sub?

The Branch has no remarks
to offer -

Y. L. L.
2/5.

4/5-16

32 The draft order may be approved
Extraordinary }
Hamber }

nue
6/5/16

33 Draft approved by the Extraordi-
nary member with a slight modification
addition to Rule 1.

6.5.16.

34

Done
nue
8/5

Serial
No.

Jy 18.5.15

for P.O. 39(A) - EAG functioning
 ✓ recommended for the offices of the
 my horse cavalry regiments and
 the military stores.

more sent

115/12
29/3
C. C. O. 3]

No. 6921
Enc. 4

27/3
27. 3. 15

27/3
27. 3. 15
Office of the Chief Commandant,

Mysore State Troops,

Dated the 16th March 1915

File no 18 of 11-18
81
GPB-1,500-14-7-14

FROM

Lt. Col. A.A. Jones, I.A.,
~~Colonel J. Desai Raj Urs, C.B.E., M.V.O.,~~

Offg. Chief Commandant, Mysore State Troops,

Bangalore.

TO

D.M.Narasinga Rao. Esq.B.A.,B.L.,

Offg. Secretary to Govt of H.H.the Maharaja
of Mysore General and Revenue Departments.

Sir,

With reference to your letter No 314-317/E.A. dated 13/15th January last I have the honor to forward herewith a draft of the rules proposed for the periodical destruction of unserviceable records of the Mysore Military Stores and the cavalry Regiments for the approval of Government. Similar rules for the Infantry Regiments will be forwarded to you shortly.

I have the honor to be

Sir,

Your most obedient servant,

A Jones

Lt. Col.,

Offg. Chief Commandant,

Mysore State Troops.

YJB

BOOK & RECORDS OF THE MYSORE CAVALRY REGIMENTS.

List I Permanent Records.

Head Quarters and English Records.

1. "From" and "To" Registers.
2. Long roll of men.
3. Registers of horses.
4. Registers of Mules. § I.S.Lancers only.
5. Registers of polo ponies. §
6. Defaulters Books.
7. Files of correspondence on important subjects.
8. Important letters and orders received from Chief Commandant
9. Mysore Gazette(English)
10. Recruit Roll book.
11. Discharge certificate book.
12. Annual schedules of establishment.
13. All printed books and Regulations.
14. Annual reports of the Regiment.
15. Register of records destroyed.

SQUADRON WORK.

16. Regimental orders.
17. Squadron cash book.
18. Squadron Register of men and animals.
19. Squadron Accounts of dress received and issued.
20. Retiring fund account.
21. Printed books relating to drill etc.,
22. Chanda & Retiring Fund repayment applications & accounts.

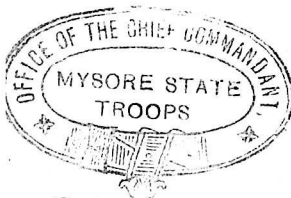
LIST II.

RECORDS TO BE PRESERVED FOR FIXED PERIODS.

1. Programme of drill.....2 years. ✓
2. Weekly reports of men and animals.....1 year. ✓
3. Monthly returns of the Regiments.....3 years.
4. Monthly enlistment & dismissal state-ments.....5 years.
5. Quarterly present state.....3 years. ✓
6. Quarterly & annual musketry progress....3 years. ✓ 3 I.S. 2 mg
7. Quarterly return of enlistment promo-tion.....3 years. ✓
8. Equitation certificate book.....6 years.
9. Miscellaneous letters received and despatched.....3 years.
10. Local Delivery and post books.....3 years.
11. Service stamp accounts.....3 years.
12. Present state book(morning report).....1 I.S.R. only.

15

13. Attendance Register.....3 years
14. Squadron copies of Regimental orders.....3 Years.
15. Muster roll book.....3 Years.
16. Squadron diary books.....3 years
17. Copies of pay G.C.P. Forage allowance Travellance bills & grain compensation bills.....3 years.
18. Treasury remittance books.....3 years.
19. Forge Fund account.....5 years.
20. Musketry Register.....3 years. I.S.L.
21. Proceedings of Court martial.....3 years. only.
22. Sheet roll of men discharged.....3 years.



Bangalore
24 March 1915

Sag

A. J. S. Lt. Colonel,
Chief Commandant,
Mysore State Troops.
Sag

BOOKS AND RECORDS OF THE MILITARY STORES.

List 1 Permanent Records.

1. "From" and "To" Registers.
2. Stock book of woollens.
3. Stock book of other articles.
4. Stock book of ready made materials.
5. Ammunition Register.
6. Register of records destroyed periodically.
7. Standing orders and instructions relating to the Stores.

~~~~~  
List II Records to be preserved for a fixed  
period only.

1. Attendance Register..... 3 years.
2. Local delivery book..... 3 Years.
3. Service stamp account..... 3 Years.
4. Rough Day Book..... 5 Years.
5. Indents ~~Day~~ Book..... 5 Years.
6. Order Book & Contractors..... 3 Years.
7. Receipt Book to contractors..... 5 Years.
8. Contractors bills copy book.... 5 Years.
9. Invoice copy book..... 6 Years.
10. Piece Book..... 10 Years.
11. Tailors account book..... 5 Years.
12. Tailors bill copy book..... 5 Years.
13. Bill copy book of articles of free issue.... 5 Years.
14. Register of free kit..... 6 Years.
15. Rough classification book of woollens..... 3 Years.
16. ...-do-.... -do-..... of other articles.... 3 Years.
17. Register of unserviceable articles..... 3 Years.
18. Tent account..... 10 Years.
19. Mobilization Stock book and connected  
correspondence..... 10 Years.
20. Cash book and Imprest account statement.... 5 Years.
21. Monthly remittance statement..... 1 Year.
22. Fund Cheques statement..... 1 Year.
23. Office copies of monthly accounts submitted  
to Chief Commandant

Viz. Bills receivable book.

Free issue book.

Receipt & issue statements..... 5 Years

24. Miscellaneous enquiries and replies..... 1 year.



Bangalore }  
24<sup>th</sup> March 1915 }

Dooff

James

Colonel,  
Chief Commandant,  
Mysore State Troops.

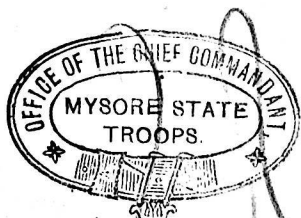
YJB

Rules for the periodical destruction of unserviceable records in the Offices of the Mysore Cavalry Regiments.

=====

- (1) All records shall be sorted into two class<sup>es</sup> permanent and Temporary, as per lists appended. Additions to and alterations in these lists shall be made under the orders of the Chief Commandant *who shall obtain the approval of Govt for the same*.
- (2) All records connected with accounts will be preserved permanently except those mentioned in list II.
- (3) All records detailed in list II shall after final disposal in each case be distinctly marked by the Regimental clerk with figure indicating the period for which they will be preserved and shall be kept in separate files for each official year, to facilitate the picking up of reference if any and the final destruction after the expiry of the period fixed for each.
- (4) About the middle of April each year, all the records whose period of preservation has expired, shall be checked again and a correct list thereof prepared and submitted to the Chief Commandant for orders.
- (5) On receipt of orders such records will be destroyed in the month of July following. The records should first be torn to pieces and then burnt in the presence of the Quarter Master who shall sign a certificate to the effect that the records were properly destroyed on the particular date.

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Bangalore  
24 March 1915

*Draft*

*Done*  
Lt. Colonel  
Chief Commandant,  
Mysore State Troops.  
*YAB*

3

# Books and records of the Mysore Cavalry

Regiments.

## List 1, Permanent records.

Head Quarter:- English Records.

1. "From" & "To" Registers
2. Long roll of men
3. Register of horses
4. ---Do--- Mules 0 Imperial Service Lancers only.
5. ---Do--- Polo Ponies 0
6. Defaulters' Books.
7. Files of correspondence on important Subjects.
8. Important letters & orders received from Chief Commandant.
9. Mysore Gazette.(English)
10. Recruit roll book.
11. Discharge certificate book.
12. Annual schedules of establishment.
13. All printed books.& Regulations.
14. Annual reports of the Regiment.
15. Register of records destroyed.
16. Treasury remittance book.
17. Forage fund account.
18. General cash book.
19. Acquittance roll.
20. Service book, leave books & Ledger.
21. Polo & pony cash books. Imperial Service Regiment only.
22. Register of articles of furniture.
23. Premium receipt book.

### Squadron Work

- 24 22. Regimental orders.
- 25 23. Squadron cash book.
- 26 24. --Do-- Register of men & animals.
- 27 25. --Do-- Accounts of dress received & issued.
- 28 26. Retiring fund account.
- 29 27. Printed books relating to drill Etc,
- 30 28. Chanda & retiring fund repayment applications & accounts.

List 11.

20  
6

Records to be preserved for fixed periods.

-----0-----

1. Programme of drills.-----2 years.
2. Weekly reports of men and animals----,1 year.
- ✓ 3. Monthly returns of the Regiments-----3-Do-
- ✓ 4. --Do-- Enlistment and dismissal statement.-----5-years
5. Quarterly present statement-----3-Do- 0
6. ---Do--- & annual musketry progress return-----3-Do- 0
7. ---Do--- return of enlistment promotions-----3 years
8. Equitation certificate book-----6 years
9. Miscellaneous letters received and despatched-----3 years
- ✓ 10. Local delivery & post books-----3 -Do-
- ✓ 11. Service stamps accounts-----3-Do-
- ✓ 12. Present state book (morning report) 1 year, Imperial Service Lancers Only.
- ✓ 13. Attendance register-----3 years
- ✓ 14. Squadron copies of Regimental orders-----3-Do-
- ✓ 15. Muster roll books-----3-Do-
- ✓ 16. Squadron dairy books-----3-Do-
- ✓ 17. Copies of pay, G. C. P. Forage allowances, T/A bills, and grain compensation bills-----3 years
18. Musketry register-----3 -Do- 0
19. Proceeding of Court Martial----3-Do- 0
- ✓ 20. Sheet rolls of men discharged--3-Do-
- ✓ 21. Deduction registers 0
- ✓ 22. Dress account. 0
- ✓ 23. Pay books -----3 years
- ✓ 24. Stationary account 0
- ✓ 25. ~~Premium receipt books.~~ 0
- ✓ 26. Trifoil Memo book of remittance to treasury 1 year
- ✓ 27. Monthly abstract of stock and of Bazar materials 0

Imperial Service only

19 N. B. No book or record referred to in the above should be dis-

(3)

21

destroyed before the accounts of the period to which it relates are audited by the Local Audit, Staff of the Comptroller's office presuming that the Local Audit will be conducted at least once in 3 Years.



*Mangalore*  
*5/8/1915*

(*Revised*  
*Draft*)

*al*

Rules for the periodical destruction of unserviceable records in the office of the Superintendent Military Stores.

=====

- (1) All records shall be sorted into two classes permanent and temporary, as per lists appended. Additions to and alterations in these lists shall be made under the orders of the Chief Commandant *who shall obtain the approval of Lt. Col. for the same.*
- (2) All records connected with accounts will be preserved permanently except those mentioned in list II.
- (3) All records detailed in list II shall after final disposal in each case be distinctly marked by the Superintendent with figure indicating the period for which they will be preserved and shall be kept in separate files for each official year to facilitate the picking up of reference if any and the final destruction after the expiry of the period fixed for each.
- (4) About the middle of April each year, all the records whose period of preservation has expired, shall be checked again and a correct list thereof prepared and submitted to the Chief Commandant for orders.
- (5) On receipt of orders such records will be destroyed in the month of July following. The records should first be torn to pieces and then burnt in the presence of the Superintendent who shall sign a certificate to the effect that the records were properly destroyed on the particular date.

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*Bangalore*  
24<sup>th</sup> March 1915

*Draft*

*A Jones*  
Lt. Colonel,  
Chief Commandant,  
Mysore State Troops.  
*YJB*

6

Books and Records of the Mysore Government Military Stores.

-----0-----  
List 1 Permanent Records.

1. "From" and "To" Registers.
2. Stock books of Woollens, Etc,
3. -----Do-----of other articles.
4. -----Do-----of ready made materials.
5. Ammunition Register.
6. Register of records destroyed periodically.
7. Standing orders and instructions relating to the Stores.
8. Cash book and Imprest account Statement.

List II Records to be preserved for a fixed period only.

(i) *Fill after audit and receipt of book orders*  
*throug.*

- ✓ 1. Attendance Register-----3 Years.
- ✓ 2. Local Delivery book-----3-Do-
- ✓ 3. Service stamp account-----3-Do-
- ✓ 4. Rough day book-----5-Do-
- ✓ 5. Indents -----Do-----5-Do-
- ✓ 6. Order book to contractors-----3-Do-
- ✓ 7. Receipt ---Do--- Do-----5-Do-
- ✓ 8. Contractors' bills copy book-----5-Do-
- ✓ 9. Invoice copy book-----6-Do-
- ✓ 10. Piece book-----10-Do-
- ✓ 11. Tailor's account book-----5-Do-
- ✓ 12. --Do--bill copy book-----5-Do-
- ✓ 13. Bill copy book of articles of free issue-----5-Do-
- ✓ 14. Register of free kits-----6-Do-
- ✓ 15. Rough classification book of Woollens-----3-Do-
- ✓ 16. ---Do---Do-----of other articles-----3-Do-
- ✓ 17. Register of unserviceable articles-----5-Do-
- ✓ 18. Tent account-----10-Do-
- ✓ 19. Mobilization stock book and corrected correspondence-----~~10 Years~~
- ✓ 20. Monthly remittance statement -----1 Year
- ✓ 21. Fund cheques statement-----1-Do-
- ✓ 22. Office copies of monthly accounts submitted to Chief Commandant Viz, bills receiveable book-----5-Do-

23 Free issue book

for 5 Years.

24 Receipt and issue Statements  
(ii) for 5 years.

~~25~~ Miscellaneous enquiries and replies-----1 Year

21 N. B. No book or record referred to in the above should be destroyed before the accounts of the period to which it relates are Audited by the Local Audit Staff of the Comptroller's office, presuming that the Local Audit will be conducted at least once in 3 Years.



Amended  
(Draft)

Jones Col  
Offce.

J.

*20 press 18/5/16*  
*Sent on 18.5.16*

25

*S. A. G.* File No. 39/09.  
 Serial No.

Diary No. of letter replied to \_\_\_\_\_

GENERAL AND REVENUE  
 SECRETARIAT.  
 ( )

Proceedings of the Government of His Highness  
 the Maharaja of Mysore

READ—

, the

191 .

Date of issue \_\_\_\_\_

Signed by \_\_\_\_\_

Letter No. 4921 of the 26<sup>th</sup> March  
 1915 submitting for the approval  
 of Govt. certain draft rules  
 for the periodical destruction of  
 records of the Mysore Cavalry  
 ORDER THEREON.—No.  
 Regiments and the military stores  
 2. Correspondence ending with  
 Compt's memo No. 387 dated the  
 26<sup>th</sup> January 1916 suggesting cer-  
 tain modifications.

over.

SUBJECT.

*11/5/16*

26

Order thereon: - 18:39 a) - S.A.G.  
dated 18 May 1916.

The ~~draft~~ draft rules  
and the lists received <sup>from the Chief Const.</sup> ~~thereat~~  
are approved with certain  
modifications ~~as indicated in~~ and are printed as in  
the appendix to this order.

use 31/1/16.  
my Secy to Govt.  
1/2/16 Genl Secy.

Knew  
6.5.16.

To the Chief Const. Singapore  
State Troops.  
Copy to Branch V.

Government of His Highness the Mahārāja  
of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

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G. O. No. 39(a)—E. A. G., dated 18th May 1916.

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Record Rules.

Sanctions the — for the offices of the Mysore Cavalry Regiments and the  
Military Stores.

No. 39(A)—E. A. G., DATED 18TH MAY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS  
THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

READ—

Letter No. 4921, dated the 26th March 1915, submitting for the approval of Government certain draft rules for the periodical destruction of records of the Mysore Cavalry Regiments and Military Stores.

2. Correspondence ending with Comptroller's Memo No. 387, dated the 26th January 1916, suggesting certain modifications.

Order No. 39(a)—E. A. G., dated 18th May 1916.

The draft rules and the lists received from the Chief Commandant are approved with certain modifications and are printed as an appendix to this order.

D. M. NARASINGA RAO,  
*Secy. to Govt., Gen. Dept.*

To—The Chief Commandant, Mysore State Troops.

Exd.—C. R.

No. 39(A)—E. A. G., DATED 18TH MAY 1916.

*Rules for the periodical destruction of unserviceable records in the Offices of the Mysore Cavalry Regiments.*

(1) All records shall be sorted into two classes permanent and temporary, as per lists appended. Additions to and alterations in these lists shall be made under the orders of the Chief Commandant who shall obtain the approval of Government for the same.

(2) All records connected with accounts will be preserved permanently except those mentioned in list II.

(3) All records detailed in list II shall, after final disposal in each case, be distinctly marked by the Regimental clerk with figure indicating the period for which they will be preserved and shall be kept in separate files for each official year, to facilitate the picking up of reference, if any, and the final destruction after the expiry of the period fixed for each.

(4) About the middle of April each year, all the records whose period of preservation has expired shall be checked again and a correct list thereof prepared and submitted to the Chief Commandant for orders.

(5) On receipt of orders such records will be destroyed in the month of July following. The records should first be torn to pieces and then burnt in the presence of the Quarter Master who shall sign a certificate to the effect that the records were properly destroyed on the particular date.

BOOKS AND RECORDS OF THE MYSORE CAVALRY REGIMENTS.

*List I.—Permanent Records.*

Headquarter.—English Records.

- |                                                                 |                                                                   |
|-----------------------------------------------------------------|-------------------------------------------------------------------|
| 1. "From" and "To" Registers.                                   | 18. General cash book.                                            |
| 2. Long roll of men.                                            | 19. Acquittance roll.                                             |
| 3. Register of horses.                                          | 20. Service book.                                                 |
| 4. Do mules. } Imperial Service                                 | 21. Polo and pony cash books, Imperial Ser-                       |
| 5. Do Polo ponies. } Lancers only                               | vice Regiment only.                                               |
| 6. Defaulters' books.                                           | 22. Register of articles of furniture.                            |
| 7. Files of correspondence on important subjects.               | 23. Premium receipt book.                                         |
| 8. Important letters and orders received from Chief Commandant. |                                                                   |
| 9. <i>Mysore Gazette</i> (English).                             |                                                                   |
| 10. Recruit roll book.                                          |                                                                   |
| 11. Discharge certificate book.                                 | 24. Regimental orders.                                            |
| 12. Annual schedules of establishment.                          | 25. Squadron cash book.                                           |
| 13. All printed books and Regulations.                          | 26. Do Register of men and animals.                               |
| 14. Annual reports of the regiment.                             | 27. Do Accounts of dress received and issued.                     |
| 15. Register of records destroyed.                              | 28. Retiring fund account.                                        |
| 16. Treasury remittance book.                                   | 29. Printed books relating to drill, etc.                         |
| 17. Forage fund account.                                        | 30. Chanda and retiring fund repayment applications and accounts. |

*Squadron Work.*

*List II.—Records to be preserved for fixed periods.*

(i) Till after audit and receipt of Government Orders thereon.

- |                                                                                                        |                                                        |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 1. Monthly returns of regiments.                                                                       | 10. Shost rolls of men discharged.                     |
| 2. Monthly enlistment and dismissal statement.                                                         | 11. Deduction registers.                               |
| 3. Service Stamps accounts.                                                                            | 12. Dress account.                                     |
| 4. Present state book (morning report) Imperial Service Lancers only.                                  | 13. Pay books.                                         |
| 5. Attendance register.                                                                                | 14. Stationery account.                                |
| 6. Squadron copies of regimental orders.                                                               | 15. Leave books and ledger.                            |
| 7. Muster roll books.                                                                                  | 16. Trifoil memo book of remittance to Treasury.       |
| 8. Squadron diary books.                                                                               | 17. Monthly abstract of stock and of bazaar materials. |
| 9. Copies of pay, G. C. P. Forage allowances, travelling allowance bills and grain compensation bills. |                                                        |

(ii) For five years.

- |                                                   |                                                            |
|---------------------------------------------------|------------------------------------------------------------|
| 1. Programme of drills.                           | 6. Equitation certificate book.                            |
| 2. Weekly reports of men and animals.             | 7. Miscellaneous letters received and despatched.          |
| 3. Quarterly present statement.                   | 8. Local delivery and post books.                          |
| 4. Quarterly and annual Musketry progress return. | 9. Musketry register.                                      |
| 5. Quarterly return of enlistment and promotions. | 10. Proceedings of court-martial. } Imperial Service only. |

No. 39(A)—E. A. G., DATED 18TH MAY 1916.

*Rules for the periodical destruction of unserviceable records in the office of the Superintendent, Military Stores.*

(1) All records shall be sorted into two classes permanent and temporary, as per lists appended. Additions to and alterations in these lists shall be made under the orders of the Chief Commandant who shall obtain the approval of Government for the same.

(2) All records connected with accounts will be preserved permanently except those mentioned in list II.

(3) All records detailed in list II shall, after final disposal in each case, be distinctly marked by the Superintendent with figure indicating the period for which they will be preserved and shall be kept in separate files for each official year to facilitate the picking up of reference, if any, and the final destruction after the expiry of the period fixed for each.

(4) About the middle of April each year, all the records whose period of preservation has expired, shall be checked again and a correct list thereof prepared and submitted to the Chief Commandant for orders.

(5) On receipt of orders such records will be destroyed in the month of July following. The records should first be torn to pieces and then burnt in the presence of the Superintendent who shall sign a certificate to the effect that the records were properly destroyed on the particular date.

BOOKS AND RECORDS OF THE MYSORE GOVERNMENT MILITARY STORES.

*List I—Permanent Records.*

- |                                         |                                                             |
|-----------------------------------------|-------------------------------------------------------------|
| 1. "From" and "To" Registers.           | 6. Register of records destroyed periodically.              |
| 2. Stock books of woollens, Etc.        | 7. Standing orders and instructions relating to the stores. |
| 3. Stock books of other articles.       | 8. Cash book and imprest account statement.                 |
| 4. Stock books of ready made materials. |                                                             |
| 5. Ammunition register.                 |                                                             |

LIST II—RECORDS TO BE PRESERVED FOR A FIXED PERIOD ONLY.

(i) Till after audit and receipt of Government orders thereon.

- |                                               |                                                                                                   |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------|
| 1. Attendance register.                       | 15. Rough classification book of woollens.                                                        |
| 2. Local delivery book.                       | 16. Rough classification book of other articles.                                                  |
| 3. Service stamp account.                     | 16. Register of unserviceable articles.                                                           |
| 4. Rough day book.                            | 18. Tent account.                                                                                 |
| 5. Indents day book.                          | 19. Mobilization stock book and corrected correspondence.                                         |
| 6. Order book to contractors.                 | 20. Monthly remittance statement.                                                                 |
| 7. Receipt book to contractors.               | 21. Fund cheques statement.                                                                       |
| 8. Contractors' bills copy book.              | 22. Office copies of monthly accounts submitted to Chief Commandant, viz., bills receivable book. |
| 9. Invoice copy book.                         | 23. Free issue book.                                                                              |
| 10. Piece book.                               | 24. Receipt and issue statements.                                                                 |
| 11. Tailor's account book.                    |                                                                                                   |
| 12. Tailor's bill copy book.                  |                                                                                                   |
| 13. Bill copy book of articles of free issue. |                                                                                                   |
| 14. Register of free kits.                    |                                                                                                   |

(ii) For Five years.

Miscellaneous enquiries and replies.